

Personnel Branch Organizational Annex

Tab 2

25X1A 1. Basic Function: To coordinate, supervise, and plan personnel activities of FE/█ Washington Headquarters.

2. Background of Present Organization: The FE/█ Personnel Branch was organized in January, 1952, to assist and advise the case officers and country desks on personnel matters and to coordinate Division requirements with the various agency support staffs. This action was a result of many factors, some of which were the following:

25X1A

a. Complaints from the field regarding lack of briefing and improper training of new employees, confused financial arrangements, and numerous other personnel problems arising from uncoordinated processing.

b. Numerous regulations and procedures governing the processing of various categories of personnel, the intricacies of security clearances, confidential funds regulations, travel regulations, and so forth required special study and coordination.

c. Expediting specific cases wherein the operation demanded that certain priority positions be filled in a short time.

d. The inability of CIA Personnel Division to recruit and process contract personnel.

Subsequently, as specific problems developed, the Personnel Branch adapted their organization to remedy the situation. Such was the case, for instance, when an Office of Personnel Training was created to coordinate the administrative aspects

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of training and when the Office of Tables of Organization was recently established to cope with Tables of Organization as a basic point of departure for recruitment requests and stabilizing many other personnel activities.

3. Statistical Concept of Workload:

a. Limitations: Statistics do not, and cannot, convey more than the end product of a long prior process of planning, coordination, and liaison. Therefore, while not by any means completely indicative of the magnitude of any specific activity, the most reliable concept of the workload which has been required of each component is offered by the statistical resumes set forth below. The activities of the Office of Tables of Organization are not included since it is not possible to reduce its workload to any significant statistics.

b. Records and Reports: The Personnel Branch is responsible for the processing of personnel administration activities related to security clearances for overt and semi-covert personnel, placements, transfers, reassignments, rotations, resignations, and similar administrative actions; preparation of reports; maintenance of personnel files; and other related activities pertaining to records and reports. The average workload volume is estimated on a monthly basis as being the following:

76	Appointment actions submitted
22	Promotion actions submitted
56	Transfer and reassignment actions submitted
26	Resignation actions submitted
14	Cancellation actions submitted
69	Personal History Statements copied
1300	Office calls received (Not otherwise listed)
2700	Telephone calls received (Not otherwise listed)
18	Reports prepared
1500	Requests for FE [redacted] files received
120	Requests for Central Processing Division files received
160	Requests for pseudos and cryptos received
	Internal mail distribution for FE [redacted] handled daily

25X1A

25X1A

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25X1A
25X1A

c. Military Personnel: The Personnel Branch is responsible for maintenance of liaison with appropriate echelons on matters relating to military personnel required by, or assigned to, the FE/█. Currently, 155 military personnel are being utilized; 30 are in various stages of processing; 138 are requisitioned; and 516 have been tentatively authorized for Fiscal Year 1952 for FE/█.

25X1A

d. Overt and Semi-Covert Personnel: The Personnel Branch is responsible for screening prospect files, interviews, evaluations, and recommendations on personnel being considered within FE/█ for an overt or semi-covert assignment; orientation of new personnel assigned in an overt or semi-covert status; recommendations on rotation, promotion, transfer, and reassignment of overt or semi-covert personnel; and other related activities pertaining to overt and semi-covert personnel. The average workload volume is estimated on a monthly basis as being the following:

150	Files reviewed
15	Assessments scheduled
35	Cases presented to Review Board
16	Entrance on Duty interviews
6	Re-assignments
25	Transfers (reviewed)
10	Applicant interviews
20	Poligraph tests scheduled
15	Rotation cases

e. Covert Personnel: The Personnel Branch is responsible for orientation and processing of new personnel assigned to FE/█ in a covert status, coordination of all contractual negotiations for covert contract agents, processing of security clearances for covert personnel and other related activities pertaining to covert personnel. The average workload volume is estimated on a monthly basis as being the following:

25X1A

*Staff Agents Processed	27
*Contract Personnel Processed	12
**Security Clearances Requested	125
Security Clearances Obtained	75
Inquiries on Security Requests	60
Contract Renewals, Extensions, Amendments	6

*Includes arrangements for assessments, polygraphs, screening boards, pay instructions, briefings, debriefings, etc.

**Does not adequately reflect security requests for indigenous personnel usually submitted in groups of 100 or more at a time.

f. Travel, Pay, and Processing: The Personnel Branch is responsible for travel, pay, and processing of new personnel in an overt and semi-covert status and for preparation of the necessary forms for such personnel and their dependents preparatory to overseas movement. The average workload volume is estimated on a monthly basis as being the following:

<u>NAME OF FORM</u>	<u>NUMBER HANDLED PER MONTH</u>
Travel Vouchers (Per Diem)	110
	113
	47 amendments
	18 EOD
Request for Advance	87 travel
	30 operational
Travel Vouchers	73
Time & Attendance Vouchered	132
Unvouchered	110
Agent Duty Status Reports	193 staff agents
	82 contract agents
Overseas Processing Check Sheets	26
Background Data Sheets	26
Requests for Permission to Leave Country	
-Selective Service Registrants	15
-Agent Reservists under Contract	7
-Staff Employee Reservists	10
Reimbursement Vouchers	26
[REDACTED]	
Request for Payment	10
Accounting for Individual for Advance	8

25X1C

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Security Information

<u>NAME OF FORM</u>	<u>NUMBER HANDLED PER MONTH</u>
Authorization Card & Record of Payroll Allotments	7
Requests for Approval of Overtime	2
Requests for Separation Allowance	12
Requests for Clothing Allowance	5
Requests for Leave Balances	7
Requests for Cancellation of Travel Orders	12
Requests that Checks be mailed to Banks	5
Memoranda re: [REDACTED]	
Expiration of Covert Contracts	5
Persons arriving from Overseas	4
Answers to Cables from Overseas	11
Records maintained currently:	
Per Diem Record Cards	110
Agent Payroll Information Cards	301
Agent Payroll Record Cards	275
Contract Agent Expiration Cards	82

25X1C

25X1A

7. Training: The Personnel Branch is responsible for coordination of administrative aspects of FE/ [REDACTED] training activities in the continental United States, maintaining appropriate liaison with Agency training personnel and facilities, preparation of specific training programs for individuals based on requirements of their prospective assignments, and other related activities pertaining to the administrative aspects of training. The average workload volume is estimated as being the following:

(1) Personnel in Training Currently:

Staff Courses (excluding PHs)	75
PH Training	38
Covert Training	8
Language Training	8

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Security Information

(2) Requests for Training Per Month:

<u>Type</u>	<u>Individuals</u>	<u>Average No. Courses Taken by Individuals</u>	<u>Total Courses Scheduled</u>
Staff	25	3	75
PI	6	3	18
Language	7	1	7

25X1C

25X1C

(3) Miscellaneous Per Month:

Course Cancellations			25
Outgoing Memos			25
Incoming Memos requiring various actions other than signature or approval			30
Incoming action requiring signature or approval			40
PI Briefing			6
Evaluations Reviewed			40
Assessments Reviewed			10
Requests for Assessments			4
Requests for Administrative Actions			15

*Schedule of courses arranged as a whole at one meeting.

4. Organization:

a. Current: The presently approved Table of Organization provides a total of 12 slots for the Personnel Branch. In reality, 27 persons are currently being utilized by the Personnel Branch. All major offices of the Personnel Branch are presently in existence.

b. Proposed: The proposed Table of Organization contemplates 37 slots for the Personnel Branch. Such changes as are proposed in functions and organization have been initiated in varying degrees, but cannot be carried forward to their full fruition until such time as requisite personnel are authorized.

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